

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>HMR-006</b>
	Subject <b>Return to Full-Duty From Illness or Injury</b>	
	Special Instructions <b>Replaces HMR-006 dated December 7, 2010</b>	Effective Date <b>January 15, 2015</b>

## **I. PURPOSE**

Establish guidelines for requesting return to full-duty after illness or injury.

## **II. POLICY**

Employees who have been off work due to an illness or injury (as defined below) shall request permission to return to full-duty as outlined in this procedure.

## **III. PROCEDURE**

A. Employees shall request to return to work/full-duty after having been off work or in a limited duty status because of:

1. An illness or injury that is considered to be serious or a medical procedure considered to be major, regardless of the amount of time off work; or
2. An illness or injury, regardless of the severity, lasting more than 21 consecutive calendar days.

B. Employees shall submit a memorandum to their Division, Section, Area, and District commander, who upon review and recommendation, shall forward the request to the Assistant Chief of Staff Human Resources and Administration, who shall then forward the request, with recommendations, to the Superintendent for consideration.

C. The immediate commander's recommendation shall include an evaluation of the employee's fitness for return to duty.

D. A signed statement from the attending physician, "[Employee's Physician Report](#)", (Stock #310) releasing the employee to return to full duties, shall accompany the request to return to duty.

E. The employee shall complete the "Authorization for Release of Medical Records" on the reverse side of the "Employee's Physician Report."

F. The Superintendent may require the employee to be examined by a consulting physician or psychologist at no cost to the employee, for the purpose of evaluating the employee's fitness for duty.

G. If a request to return to duty is denied, the employee may appeal to the Superintendent and present any additional information for the Superintendent's reconsideration.

H. This procedure is to be used in conjunction with all relevant department regulations, rules, policies, and procedures.